

**NOAA ADMINISTRATIVE STANDARD AWARD CONDITIONS**

**A. Payments**

- (1) Award payments will be made through electronic funds transfers using the U.S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system and in accordance with the Debt Collection Improvement Act of 1996. ASAP is a system through which organizations receiving Federal dollars can draw down funds preauthorized by Federal Agencies for payment through the U.S. Treasury. ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank of Richmond. The latter, in its capacity as Treasury's fiscal agent, operates the system. Information regarding the ASAP system can be found at: <http://www.fms.treas.gov/asap>.
- (2) Recipients not set up with ASAP accounts at time of award will be requested to complete a CAMS Grant Profile form which can be obtained on the NOAA Grants website at: <http://www.ofa.noaa.gov/~grants/> and fax to NOAA at 301-713-0947. Organization contact information for recipients not yet enrolled with ASAP will be forwarded to FMS who will then have the appropriate ASAP Regional Financial Center contact your organization to initiate enrollment.
- (3) After the recipient organization is enrolled with ASAP and the account set up by NOAA has been completed, funds can be drawn through ASAP by using the following account identifiers: Agency Location Code (ALC) for NOAA which is 13140001; Recipient ID which is provided at time of enrollment with ASAP; and Account ID which is the NOAA Award Number provided on the Financial Assistance Award document. If your organization will only be using the Voice Response System (VRS) to draw funds from ASAP, then the VRS ID number for the account can be obtained after the account is established by NOAA by contacting the NOAA Finance Office at 301-427-2034.
- (4) In accordance with the DOC Financial Assistance Standard Terms and Conditions, the advance method of payment shall be authorized unless otherwise specified in a special award condition. Advances drawn through the ASAP system shall be limited to the minimum amounts necessary to meet immediate disbursement needs. Advanced funds not disbursed in a timely manner must be returned to ASAP.
- (5) Full or partial payments received by the recipient organization may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE through the recipient's financial institution. It is essential that the payment requestor/recipient organization provide its financial institution with the ASAP account information (ALC, Recipient ID, and Account ID) to which the returned funds shall be credited. Detailed information regarding this type of transaction can be found at <http://www.fms.treas.gov/asap/pay-return2.pdf>. All funds returned to ASAP will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Finance Center to monitor

returned items and ensure that funds are properly credited to the correct ASAP account. Returned funds which cannot be identified and classified to an ASAP account will be dishonored and returned to the originating depository financial institution.

- (6) Refunds of payments NOT received by the recipient organization through ASAP shall be returned by check directly to the Department of Commerce (DOC) accounting office identified below. All checks must contain the name of the DOC funding agency, award number, and no more than a two-word description to identify the reason for the refund.

DOC/NOAA  
Finance Division, OFA232  
20020 Century Boulevard  
Caller Service #7025  
Germantown, MD 20874  
Telephone: 301-427-2034

#### B. Indirect Costs

- (1) If the Recipient has waived any portion of the approved indirect cost rate, no claim shall be made against this award at a later date.
- (2) Notwithstanding Department of Commerce Financial Assistance Standard Terms and Conditions A.04.c, the Recipient may transfer funds between direct costs and indirect costs without prior approval if ALL of the following conditions apply and that such transfer is noted in the remarks section of the Financial Status Report (SF-269):
  - (a) If a transfer of funds among direct cost categories in accordance with Department of Commerce Financial Assistance Standard Term and Condition A.04b would result in a revision to the amount of indirect costs approved in the line item budget but does not exceed the thresholds that would require prior approval;
  - (b) If the authorized transfer of funds and the adjustment of the amount of indirect costs do not exceed the approved total project costs;
  - (c) If the indirect cost rate does not change; and
  - (d) If the adjustment of the amount of indirect costs does not result in a change to the approved scope of work of the award.

#### C. Direct Costs

- (1) To purchase equipment not specifically identified and justified in the Recipient's proposal and approved budget which costs in excess of \$5,000 per unit and has a useful life of more than one year, the Recipient must submit a request for prior approval to the NOAA Program Officer who will forward the request to the Grants Officer.

- (2) The Recipient is prohibited from expending award funds (federal and/or non-federal) or the recipient's provision of in-kind goods or services, for the purposes of providing transportation, travel, or any other expenses for any Federal employee without prior approval from the Grants Officer.

D. Program Income

- (1) Program income earned during the award period shall be retained by the Recipient and shall be added to funds committed to the award and used for the purposes and under the conditions applicable to the use of the award funds.
- (2) Program income shall be reported on the Financial Status Report long form (SF-269) in the frequency as required under the conditions of the award.

E. Submission Period for Extensions

- (1) If the Recipient believes it is necessary to obtain a no-cost extension to complete the approved program description and objectives, then a written request shall be submitted to the Federal Program Officer who will forward the request to the Grants Officer no later than 30 days prior to the expiration of the award.
- (2) Recipients covered under the expanded authorities of 15 CFR Part 14 may authorize a no-cost extension of up to one year in accordance with the regulations if the Grants Officer is notified in writing at least 10 days prior to expiration of the award.

F. Publications and Acknowledgment of Sponsorship

- (1) Publication of the results of the research project in the appropriate professional journals is encouraged as an important method of recording and reporting scientific information. The recipient is required to submit a copy to the funding agency and when releasing information related to a funded project include a statement that the project or effort undertaken was or is sponsored by NOAA/DOC. The recipient is also responsible for assuring that every publication of material (including Internet sites) based on or developed under an award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

"This [report/video] was prepared by [recipient name] under award [number] from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the National Oceanic and Atmospheric Administration or the Department of Commerce."

- (2) This acknowledgment of sponsorship also applies to videos produced under DOC/NOAA financial assistance awards.

## G. Foreign Travel

- (1) Notwithstanding Department of Commerce Financial Assistance Standard Terms and Conditions, Section L.02d., the recipient shall self-certify that exceptions to the Fly America Act are allowable and in accordance with the regulations implementing the Fly America Act (41 CFR Part 301-10). The recipient shall submit certification to the Grants Officer in the same reporting period as the Financial Reports for any reporting period in which the recipient uses foreign flagged air carrier(s) for travel.
- (2) This certification may be in any format and may even be an internal travel form used by the recipient which highlights and justifies the use of a foreign flagged air carrier and provides the information listed below (see 41 CFR 301-10.142):
  - (a) Traveler's name;
  - (b) Dates traveled;
  - (c) Origin and destination of the travel;
  - (d) Detailed itinerary of the travel, name of the air carrier, and flight number for each leg of the trip; and
  - (e) Statement explaining why one of the exceptions in § 301-10.135, § 301-10.136, or § 301-10.137 was met or provide a copy of your organization's written approval that foreign air carrier service was deemed a matter of necessity in accordance with § 301-10.138.